



MYERSTOWN

EST 1768

FY 2024

BUDGETS

# Manager's Budget Message

Dear Borough Council and Mayor:

Submitted for your review, as required by §1-307(C) of the Borough of Myerstown Code of Ordinances, is the Fiscal Year 2024 Budget. It is an honor to prepare this document as a strategic plan for the Myerstown community. This budget is just that: a plan. It is not an accounting of money, but rather a forecast of how much revenue the Borough anticipates it will collect and how many expenses it plans on incurring based on an analysis of trends and a projection of costs. The accounting or record of past transactions is called the audit, which is completed annually and is published each spring in an Annual Financial Report.

**As presented, this budget is balanced, meaning revenues and cash balances cover all expenses. The Fiscal Year 2024 Budget requires no increase in property tax rates, and no increase in sewer rates. Rates are as follows:**

	2023 RATE	2024 RATE
<b>General Purpose Real Estate Tax</b>	3.42 Mills	3.42 Mills
<b>Street Light Real Estate Tax</b>	0.265 Mills	0.265 Mills
<b>Sewer Rate – First 5,000 gallons treated</b>	\$ 41.00	\$ 41.00
<b>Sewer Rate – Every 1,000 gallons treated after</b>	\$ 10.15	\$ 10.15

This budget document is formatted so that it will serve as a policy document, an operations guide, a financial plan, and a communications medium. The goal is for the format to present a clear picture of the operations and financial plan that is embodied in the FY2024 budget.

The Borough has a clearly outlined philosophy guided by planning efforts based on community input when it comes to setting its budget priorities. Resolution 2018-11 of Borough Council identified five core values of the Borough, refined the vision of the 2012 Mini-Comprehensive plan, and set forth a prioritized list of goals to guide policy decisions. The Borough Values, Vision, and Goals are used, in conjunction with the Mini-Comprehensive Plan and the recommendations set forth in the EIP planning projects, to guide current operations and future policy decisions. They are as follows:

## **Borough Values**

We believe in the PRESERVATION OF MYERSTOWN — Our future is built on a strong historical foundation and its preservation is essential to our smart growth.

We believe in AUTHENTICITY — We believe that genuine and meaningful experiences foster stronger and more caring communities.

We believe in SERVICE — We encourage the creation of genuine and meaningful experiences through community events, historic tours, and engaging activities for people of all ages and abilities.

We believe in SUSTAINABILITY — We envision strong, resilient neighborhoods characterized by healthy homes, clean air, an efficient built environment, and locally-sourced and locally-made goods.

We believe in CREATING A DIVERSE ECONOMY — We believe in allowing for inclusive pathways to prosperity with a broad variety of opportunities for people to secure their livelihood.

### **Myerstown Borough Vision**

The Borough seeks to provide public services, utilities, and community facilities in a sustainable and cost-effective manner to meet business and resident demands.

The Borough supports, encourages, and seeks to strengthen the Borough's economic vitality and strength through various initiatives.

The Borough supports, encourages, and seeks to provide for a compatible and complimentary mixture of land uses, development patterns, and building designs while respecting, supporting, and enhancing the community's established neighborhoods, other developed areas, and natural resources.

The Borough supports, encourages, and seeks to promote open communication through a variety of media and forums for fostering strong partnerships with a variety of local organizations, groups, and entities.

The Borough supports, encourages, and seeks to promote safe and efficient access and mobility for people and goods within the community through preserving and enhancing the well-established and appropriately designed network of streets and alleys, public transit, and non-motorized opportunities.

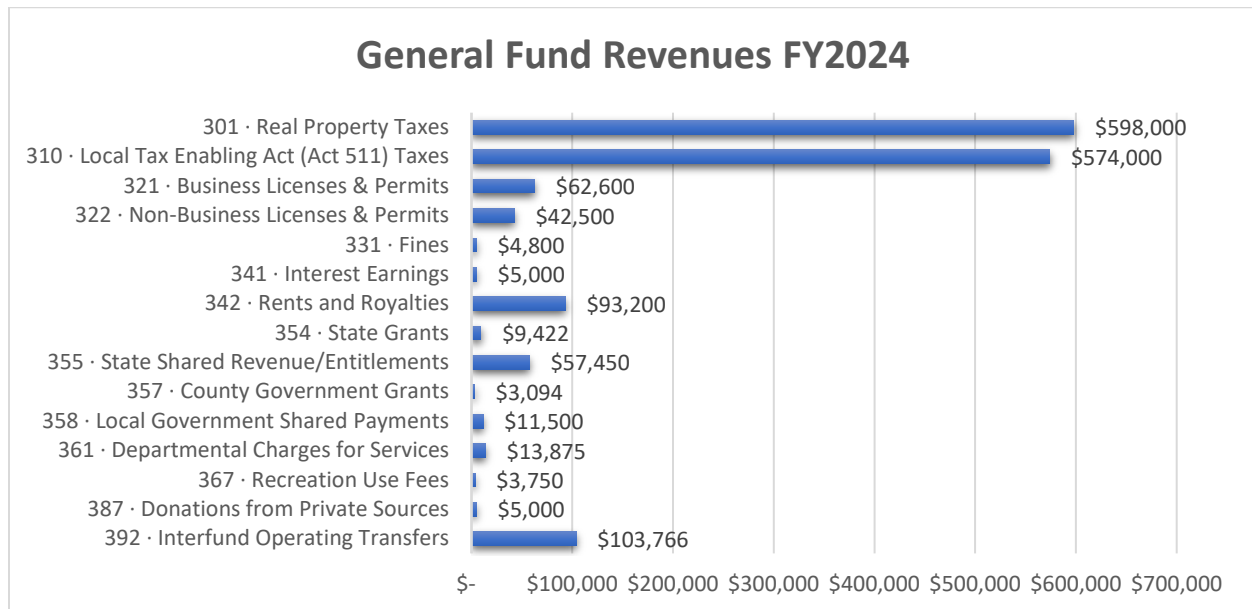
The Borough supports, encourages, and seeks to preserve, enhance, and promote the community's historic, cultural, and architectural heritage.

The Borough supports, encourages, and seeks to preserve, enhance, and promote the community's natural and environmental resources.

### **Myerstown Borough Goals**

1. Create, prioritize, activate, and monitor a multi-year capital improvements program to include a capital equipment & facilities replacement schedule, financing plan, and budget plan.
2. Create and activate a human resources system that supports talented and robust staffing and ensures efficiency and effectiveness of internal operations.
3. Develop comprehensive strategies to ensure stronger codes and code enforcement for the improvement of public safety and quality of life.
4. Develop strategies to improve zoning, subdivision and land development ordinances and their enforcement.
5. Carry out the successful transition of the new municipal building and the new pool.
6. Develop and implement a communication and public relations plan with the Borough's brand at its core.
7. Develop comprehensive strategies to preserve, enhance, and protect natural and environmental resources.
8. Use Geographic Information Systems (GIS) mapping technology to create and activate an electronic work order system for Public Works and Wastewater Treatment Facility staff to manage infrastructure maintenance tasks.
9. Develop comprehensive strategies to ensure funding is in place for critical infrastructure, public safety, and quality of life needs of Borough residents and businesses.

## **FY2024 REVENUES SUMMARY**



*Figure 1: Distribution of General Fund Revenues for FY2024.*

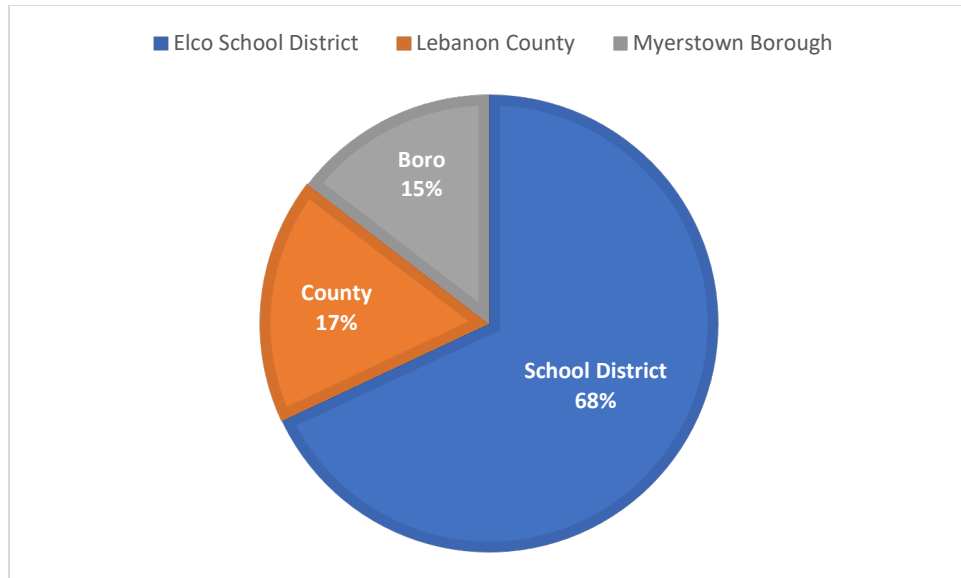
### **Real Estate Property Tax**

The Borough's largest revenue source is the Real Estate Property Tax. The General Purpose Tax Rate for FY2024 on real estate is 3.42 mills. A mill is one one-thousandth of a dollar and is equal to \$1.00 of tax for each \$1,000 of assessment. The Borough's millage rate of 3.42 mills is equal to \$3.42 for every \$1,000 of assessed value, or 0.342%. Tax liability can be calculated by multiplying the assessed value of the property by the millage rate and then dividing by 1,000. The tax liability on a property assessed at \$100,000 would be \$342.

The Borough also levies a real estate property tax to fund street lighting. The Street Light Tax Fund is separate from the General Fund and is in place to store the real estate tax moneys dedicated to the electricity for the street lights in the Borough. The Street Light Tax Rate for FY2024 on real estate is 0.265 mills. This makes a total real estate tax millage of 3.685 paid to Myerstown Borough.

The Borough property tax is only a small portion of the total property taxes paid by Borough residents each year. In FY2023-24, the ELCO School District has a property tax rate of 17.1811 mills, and in FY2024, Lebanon County will have a property tax rate of 4.3925. The breakdown of property taxes paid by Borough property owners is as follows:

ELCO SCHOOL DISTRICT	17.1811 Mills	(68.02%)
LEBANON COUNTY	4.3925 Mills	(17.39%)
MYERSTOWN BOROUGH	3.685 Mills	(14.59%)
<b>TOTAL</b>	<b>25.2586 Mills</b>	



*Figure 2: Distribution of total property tax paid by Borough property owners. For every \$1 of property taxes paid, approximately 14.59¢ goes to Myerstown Borough.*

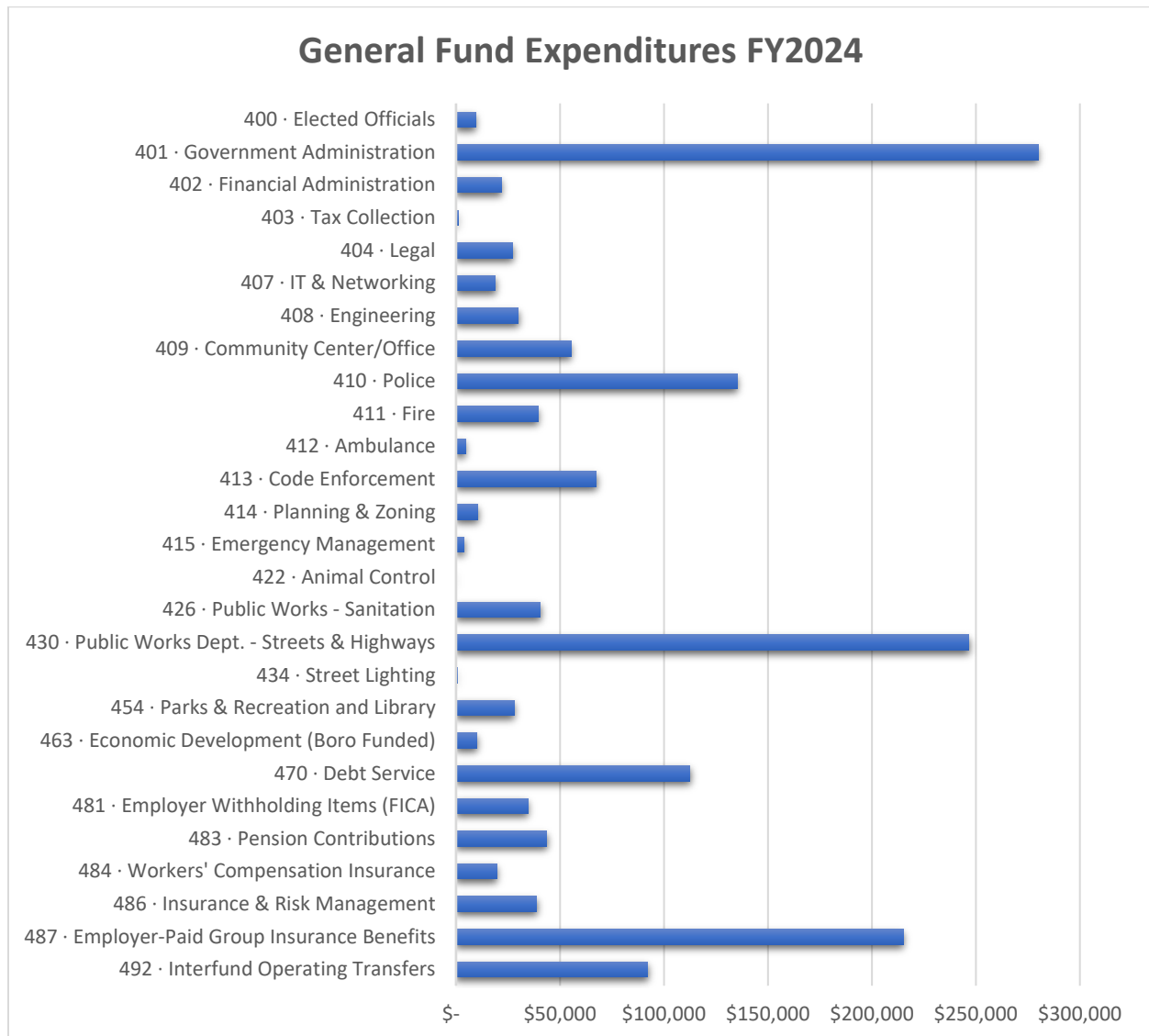
### **Earned Income Tax**

The second largest revenue source for the Borough is the Earned Income Tax. The Borough levies a 1% tax for general revenue purposes at a rate of 1 percent on earned income and net profits of individual residents of the Borough. Revenue from this tax is split evenly between the Borough and the ELCO School District. Since 2015, this revenue source has seen a steady upward trend, with a major jump in 2023. This is a positive indicator of the state of the local economy.

2016	2017	2018	2019	2020	2021	2022	2023 Est.	2024 Est.
265,198	280,411	291,272	306,841	308,456	319,968	346,628	425,000	435,000

*Figure 3: Earned Income Tax collected from 2016-2022 and estimated collection for 2023 and 2024.*

## **FY2024 EXPENDITURES SUMMARY**



*Figure 3: Distribution of General Fund Expenditures for FY2024.*

In 2024, the Borough will continue to fund core services in the areas of road maintenance, park maintenance, wastewater treatment, property maintenance code enforcement, snow & ice management, stormwater management, and an administrative staff that manages the borough's records and finances, carries out the day-to-day business of the borough, and assists residents with a variety of services. The Borough will take on zoning administration for the first time in 2024.

Other services are delivered through contracted providers. Law enforcement is provided by the Pennsylvania State Police; building and land development codes are administered by third-party agencies; two volunteer fire companies provide fire protection; the county emergency management agency and an appointed emergency management coordinator oversee emergency management; solid waste management (trash and recycling collection) services are contracted by each individual property owner; a municipal authority oversees a potable water system; and several auxiliary commissions are in place to administer a

variety of concerns, including community planning, code violation appeals, zoning hearings, recreation, the Isaac Meier Homestead, and the community library.

The two largest expense items for the Borough's General Fund are Government Administration and the Public Works Department. These line items include wages and salaries, operating supplies, charges for professional services, communications, utility costs, building repair and maintenance costs, and equipment repair and maintenance costs for each department.

The third largest expense item for the Borough's General Fund is Employer-Paid Group Insurance Benefits. This includes health insurance and life insurance costs.

The fourth largest expense is listed as Police, for if Borough Council chooses to spend funds on law enforcement.

### **MULTI-YEAR ROAD IMPROVEMENT PLAN**

With assistance from the Borough engineer, Mike Knouse of RETTEW, the Borough has developed a Multi-Year Road Improvement Plan and a budget to fund it. This plan is funded largely from the annual Liquid Fuels allocation of approximately \$87,000, and Community Development Block Grant Funding. The schedule is as follows:

- 2023 Projects
  - o Center Avenue from Railroad Street to Cherry Street. (full depth reconstruction)
  - o Center Avenue from College Street to Railroad Street. (mill, paving fabric, overlay)
- 2024 Projects
  - o West Park Street from College Street to Goodwill Street. (mill, overlay)
  - o Maple Avenue from South Broad Street to East Alley. (leveling course)
  - o Railroad Street from Center Street to Borough Line. (ADA curb ramps)
- 2025 Projects
  - o Railroad Street from Center Avenue to Richland Avenue. (cold-in-place recycling, overlay)
- 2026 Projects
  - o Railroad Street from Richland Avenue to Borough Line. (cold-in-place recycling, overlay)

### **STORMWATER MANAGEMENT IMPROVEMENT PLAN**

Myerstown Borough spent 2018 and 2019 tackling the difficult issue of how to fully and equitably fund stormwater management to meet the unfunded mandates of the Environmental Protection Agency (EPA) and Pennsylvania Department of Environmental Protection (PADEP). In order to comply, the Borough implemented a new Stormwater Assessment User Fee in 2019 to fund a Stormwater Management Program.

All non-residential properties are assessed based upon the total number of Equivalent Residential Units (ERUs) for that parcel. ERUs are determined by calculating the total impervious surface on the property and dividing that by the total impervious surface on the average single family residential (SFR) parcel (3,382 sq. ft.).

With assistance from our engineer, Mike Knouse of RETTEW, we have developed a Stormwater Management Plan and a budget to fund it based on the requirements of the Borough's NPDES Permit. This plan is funded entirely from the new Stormwater Assessment User Fee. In 2022, the Borough began its approved project from the Pollution Reduction Plan that was required by the NPDES Permit. This project is the construction of a stormwater bioswale in the recreation area. In 2023, the Borough completed a second project required by DEP for pollution reduction. This project was the construction of a nutrient separating box along a stormwater main on Goodwill Street. In 2024, the Borough is required to renew its NPDES Permit and submit plans for future stormwater management projects.

## **LAW ENFORCEMENT**

Currently, the Borough does not provide police services to its residents and businesses. Law enforcement is provided by the Pennsylvania State Police. It is a stated goal of Borough Council to improve law enforcement efforts in the Borough, as the State Police cannot enforce local ordinances, and cannot provide a constant police presence. A concern about increase in crime raised concern from citizens and elected officials that increased law enforcement presence is necessary to adequately provide for public safety.

According to the Pennsylvania Department of Community and Economic Development, there are three options for providing municipal police services: starting a police force, contracting police services, or joining a regional police force. The Borough's current efforts are focused on contracting police services, as the benefits outweigh those of restarting a police force, and there is not currently an effort to create a regional force.

## **SUMMARY**

The Borough's current fiscal condition continues to provide the basis to operate a stable level of core services for residents and business owners. All departments continue to take steps to be more efficient and effective in the provision of these services. Questions are continuously asked as to "why" we perform certain functions and "how" we can perform them more effectively. In addition to asking these questions, we work toward achieving the goals set out by Borough Council.

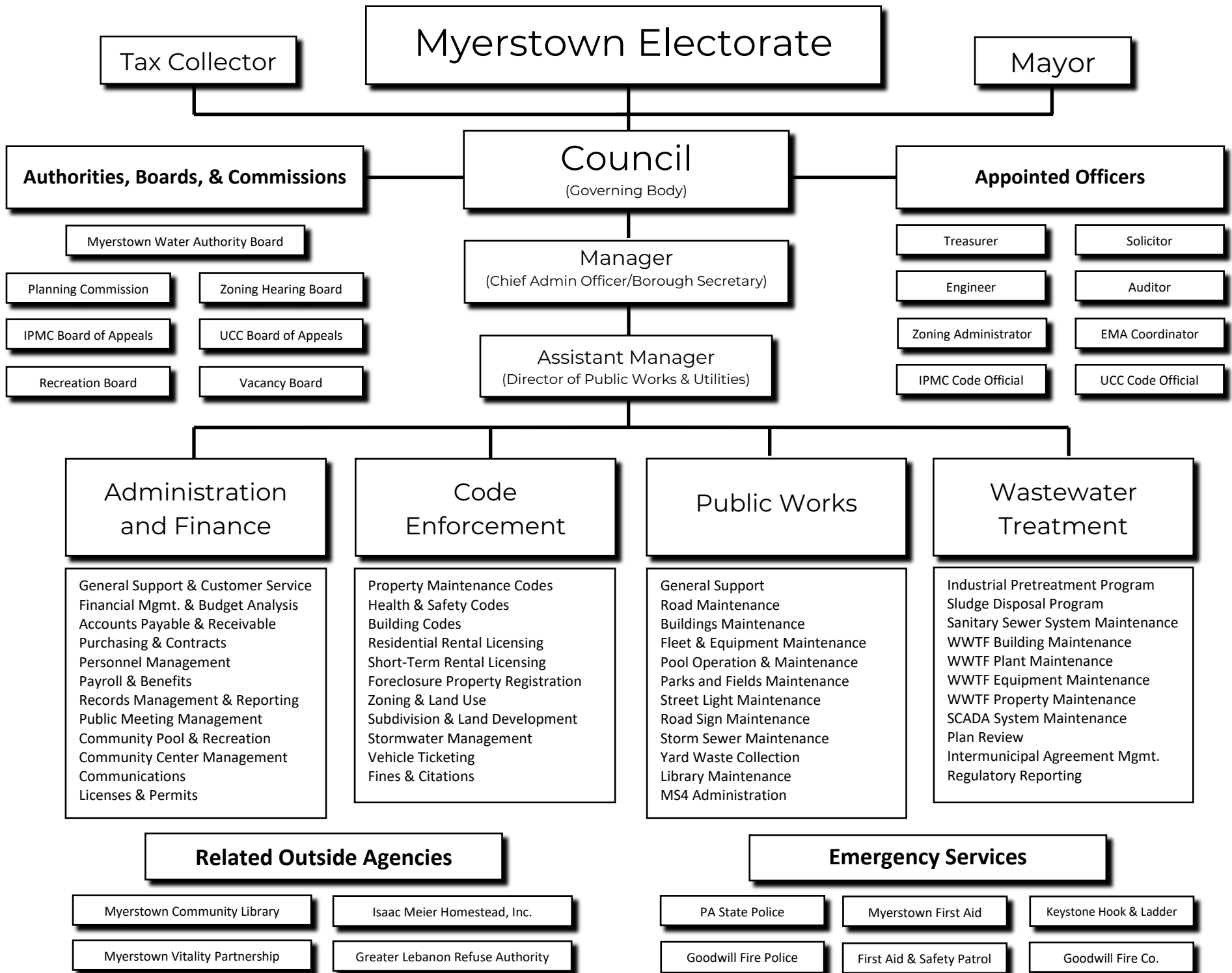
Myerstown Borough continues to be very vigilant in providing services on a basis of what is affordable to the citizens today and will not become a burden to them in the future. The Borough also works to improve and add essential services where there may be deficits, in order to assist in the development of a better future for Myerstown residents and business owners.

Sincerely,

A handwritten signature in blue ink, appearing to read "Michael R. McKenna".

Michael R. McKenna, MPA  
Manager, Myerstown Borough





# Borough Tax Structure – FY2024

## Real Estate Taxes

Municipal Real Estate Tax.....	3.420 mills
Municipal Street Light Tax.....	0.265 mills

## Real Estate Assessment Fees

Stormwater (MS4) Assessment Fee.....	\$93.00 per ERU
--------------------------------------	-----------------

## Act 511 Taxes

Earned Income Tax .....	1% (half goes to ELCO School District)
Local Services Tax.....	\$52 per gainfully employed person
Real Estate Transfer Tax.....	1% (half goes to ELCO School District)

# Sewer Rates – FY2024

## Sewer Rates

First 5,000 gallons treated .....	\$41.00
Every 1,000 gallons treated after .....	\$10.15
Debt Service Payment.....	\$100 quarterly

# Tax Collection

Real Estate Taxes are collected by the Lebanon County Treasurer's Office.

### Mailing Address:

Lebanon County Treasurer  
Room 103, Municipal Building  
400 South 8th Street  
Lebanon, PA 17042-6794

### Phone Number:

(717) 228-4420

Act 511 Taxes and the Stormwater Assessment Fee are collected by Keystone Collections Group.

### Contact info:

### Mailing Address:

400 S 8th Street  
Lebanon, PA 17042

### Phone Numbers:

Lebanon County Office: (717) 272-3770  
Taxpayer Helpline: 1-888-328-0565  
Keystone Collections Group: (724) 978-0300

## Borough Funds by Fund Type

<b>GOVERNMENTAL FUNDS</b> (activities supported by taxes, fees, grants, and the like)
GENERAL OPERATING FUND
GENERAL OPERATING RESERVE FUND
STREET LIGHTING TAX FUND
HERITAGE CENTER FUND
CAPITAL RESERVE FUND
STORMWATER MANAGEMENT FUND
PROJECT ACCOUNT - REVENUE BONDS - SERIES OF 2007
LIQUID FUELS FUND
AMERICAN RESCUE PLAN ACT (ARPA) FUND
<b>PROPRIETARY FUNDS</b> (activities supported by user fees and charges)
WWTF OPERATING FUND
WWTF OPERATING RESERVE FUND
POOL OPERATING FUND
<b>FIDUCIARY FUNDS</b> (resources held for outside parties)
POLICE PENSION FUND*
MUNICIPAL PENSION FUND*
UNEMPLOYMENT COMPENSATION FUND

\* No Budget for these funds

# Long-Term Debt

As of December 31, 2022, the Borough's long-term debt will consist of the following:

	<b>Interest Rate</b>	<b>Maturity Date</b>	<b>Amount Issued</b>	<b>Balance Outstanding 12/31/2022</b>
GO Note Series A of 2021	1.49/4.00	Nov, 2037	6,953,000	6,182,000
GO Note Series B of 2021	1.49/4.00	Nov, 2037	1,577,000	1,400,000

Borough Net Direct Debt Per Capita: \$452.49 (best practice keep below \$1,000)  
(2020 Census Population: 3,094)

Debt Service Pmts as % of Gov't Fund Expenditures : 6.85% (best practice keep below 10%)  
( 2022 Gov't Fund Expenditures: 1,632,481)

Details about the long-term debt issued:

## **General Obligation Note Series A of 2021**

In March 2021, the Borough issued General Obligation Note, Series A of 2021 in the amount of \$6,953,000. The Note bears interest at the bank-qualified, tax-exempt fixed rate equal to 1.49% and thereafter, until the maturity date at a variable rate equal to 55% of the Wall Street Journal prime rate, provided that the maximum rate will not exceed 4.00%. The proceeds were used to finance the issuance and pay off the balance of the 2014 Note Series A discussed below.

## **History**

Millcreek-Richland Joint Authority (Joint Authority) issued guaranteed revenue bonds, Series A of 2007, on September 20, 2007, in the amount of \$9,285,000. Proceeds of the Bonds, together with other available funds, were loaned to the Borough of Myerstown, (the "Borough"), and used to finance a wastewater treatment project on behalf of the Borough.

In October 2014, the Borough issued General Obligation Note, Series A of 2014 in the amount of \$8,827,000. The note was issued to advance refund the remaining \$8,280,000 of outstanding Joint Authority guaranteed sewer revenue bonds, Series A of 2007 discussed above.

## **Payments**

Principal and interest payments for the next 8 years and thereafter on the GO Note, Series A of 2021, assuming the maximum variable interest rate are as follows:

<b>Year End Dec. 31,</b>	<b>Int Rate</b>	<b>Principal PMT</b>	<b>Interest PMT</b>	<b>Total PMT</b>
2023	1.49	415,000	92,112	507,112
2024	1.49	421,000	85,928	506,928
2025	1.49	427,000	79,655	506,655
2026	1.49	433,000	73,293	506,293
2027	1.49	440,000	66,841	506,841
2028	1.49	446,000	60,285	506,285

2029	1.49	453,000	53,640	506,640
2030	1.49	460,000	46,890	506,890
2031-2037	Var. 4.00 cap	2,687,000	351,318	3,038,318

### **General Obligation Note Series B of 2021**

In March 2021, simultaneously with the issuance of the GO Note Series A of 2021 discussed above, the Borough issued GO Note, Series B of 2021 in the amount of \$1,577,000. The Note bears interest at the bank-qualified, tax-exempt fixed rate equal to 1.49% and thereafter, until the maturity date at a variable rate equal to 55% of the Wall Street Journal prime rate, provided that the maximum rate will not exceed 4.00%. The proceeds were used to pay off the Series B of 2014 Note and the GO Note, Series of 2017 described below. Debt is allocated to the Pool Fund based on outstanding balances at issuance date of the 2021 Note Series.

### **History**

In October 2014, the Borough issued General Obligation Note, Series B of 2014. The Borough could draw down the proceeds of the Note through October 15, 2017, as per modified terms. At December 31, 2017, \$1,065,000 was outstanding. \$397,133 of this loan was used to pay for Pool renovations and is recorded as a liability in the Pool Fund, a Proprietary Fund. The remaining \$667,867 is paid by the governmental funds through the debt service fund.

In December 2017, the Borough issued General Obligation Note, Series of 2017 in the amount of \$1,050,000. The Borough could draw down on the note through December 1, 2019 to pay project costs and construction period interest.

### **Payments**

Principal and interest payments for the next 8 years and thereafter on the GO Note, Series B of 2021, assuming the maximum variable interest rate are as follows:

<b>Year End Dec. 31,</b>	<b>Int Rate</b>	<b>Principal PMT</b>	<b>Interest PMT</b>	<b>Total PMT</b>
2023	1.49	91,000	20,860	111,860
2024	1.49	93,000	19,504	112,504
2025	1.49	94,000	18,118	112,118
2026	1.49	96,000	16,718	112,718
2027	1.49	97,000	15,287	112,287
2028	1.49	98,000	13,842	111,842
2029	1.49	100,000	12,382	112,382
2030	1.49	101,000	10,892	111,892
2031-2037	Var. 4.00 cap	630,000	88,694	718,694

## FY2024 Proposed Budget Revenues and Expenditures by Fund

<b>GENERAL FUNDS</b>	<b>Revenues</b>	<b>Expenditures</b>	<b>Surp/(Def)</b>
General Operating Fund	1,587,956	1,587,018	938
General Operating Reserve Fund	15,000	0	15,000
 <b>WASTEWATER FUNDS</b>	 <b>Revenues</b>	 <b>Expenditures</b>	 <b>Surp/(Def)</b>
Wastewater Treatment Operating Fund	1,776,558	1,759,953	16,605
Wastewater Treatment Operating Reserve Fund	75,250	17,500	57,750
 <b>SPECIAL FUNDS</b>	 <b>Revenues</b>	 <b>Expenditures</b>	 <b>Surp/(Def)</b>
Street Lighting Tax Fund	46,100	45,020	1,080
Heritage Center Fund (Bahney Trust)	750	0	750
Community Pool Fund	158,000	157,637	363
Capital Reserve Fund	60,100	58,500	1,600
Stormwater Management Fund	215,000	168,299	46,701
2007 Revenue Bonds Fund	500	0	500
Highway Aid Fund (Liquid Fuels Tax)	123,934	177,000	(53,066)
Unemployment Compensation Fund	4,000	1,400	2,600
American Rescue Plan Act (ARPA) Fund	2,500	0	2,500

# General Operating Fund

The General Operating Fund is the primary account from which the ongoing expenses of the Borough are paid. It is used to record all resource inflows and outflows that are not associated with special-purpose funds.

The primary funding source for general government operations in most Pennsylvania municipalities, including our General Operating Fund, is the Real Estate Tax (also known as the property tax). This is because the revenue source is stable, and relatively easy to collect.

- On the 2023 tax rolls, there were 1,054 taxable properties.
- The total assessed value of all taxable properties as of October, 2023 is \$179,098,400.
- On the 2023 tax rolls, there were 45 non-taxable properties.
- The total assessed value of all non-taxable properties as of October, 2023 is \$38,473,000.

The General Purpose Tax Rate for FY2024 on real estate is 3.42 mills. A mill is one one-thousandth of a dollar and is equal to \$1.00 of tax for each \$1,000 of assessment. The Borough's millage rate of 3.42 mills is equal to \$3.42 for every \$1,000 of assessed value, or 0.342%. Tax liability can be calculated by multiplying the assessed value of the property by the millage rate and then dividing by 1,000. The tax liability on a property assessed at \$100,000 would be \$342.

The second largest revenue source for the General Operating Fund is the Earned Income Tax. The Borough levies a 1% tax for general revenue purposes at a rate of 1 percent on earned income and net profits of individual residents of the Borough. Revenue from this tax is split evenly between the Borough and the ELCO School District.

The third largest revenue source for the General Operating Fund is the Local Services Tax. The Borough levies a tax of \$52 for all gainfully employed persons that work within the boundaries of the borough.

The only other revenue from taxes for the General Operating Fund comes from the Real Estate Transfer Tax. The Borough levies a tax of 1% on all real estate transfers. Revenue from this tax is split evenly between the Borough and the ELCO School District.

**BOROUGH OF MYERSTOWN  
FY2024 PROPOSED BUDGET  
GENERAL OPERATING FUND**

<b>REVENUE</b>	<b>BUDGET AMT</b>
<b>301 · Real Property Taxes</b>	
301-10 · Real Estate Taxes – Current Year’s Levy	581,000
301-20 · Real Estate Taxes – Prior Year’s Levy	17,000
<b>310 · Local Tax Enabling Act (Act 511) Taxes</b>	
310-10 · Real Estate Transfer Tax	45,000
310-20 · Earned Income Tax	435,000
310-50 · Local Services Tax	94,000
<b>321 · Business Licenses and Permits</b>	
321-61 · Transient Retailers	100
321-80 · Cable Television Franchise	62,500
<b>322 · Non-Business Licenses and Permits</b>	
322-00 · Residential Rental Unit Licenses	40,000
322-21 · Dumpster Permits	300
322-50 · Street Opening Permits	1,000
322-80 · Sidewalk and Curb Permits	1,000
322-90 · Excavator and Snow Mover Licenses	200
<b>331 · Fines</b>	
331-10 · Court – District Magistrate	4,250
331-14 · Parking Violation Fines	50
331-17 · County Adult Probation Services Fines	500
<b>341 · Interest Earnings</b>	
341-01 · Interest on Checking	5,000
<b>342 · Rents and Royalties</b>	
342-10 · Rent of Land	20,000
342-20 · Rent of Buildings	73,000
342-21 · Utility Charge of Buildings	200
354-15 · Recycling/Act 101	9,422
<b>355 · State Shared Revenue and Entitlements</b>	
355-01 · Public Utility Realty Tax (PURTA)	1,000
355-04 · Alcoholic Beverages Licenses	450
355-05 · General Municipal Pension System State Aid	41,000
355-07 · Foreign Fire Insurance Premium Tax	15,000
<b>357 · Local Government Units Capital Operating Grants</b>	
357-03 · County Liquid Fuels Tax Grant	3,094
<b>358 · Local Government Units Shared Payments for Services</b>	
358-40 · Jackson Twp Share Workers’ Comp for Fire/EMS	11,500
<b>361 · Charges for Services – General Government</b>	
361-11 · Foreclosure Property Registration Fees	400
361-30 · Zoning & SALDO Fees	10,000
361-34 · Zoning Hearing Fees	1,000



<b>363 · Charges for Services – Public Works – Highways and Streets</b>	
363-11 · Inspection Fees	1,500
363-20 · Parking	25
363-25 · Charging Station Revenue	750
<b>364 · Charges for Services – Public Works – Sanitation</b>	
364-50 · Sale of Recyclable Material	100
364-52 · Sale of Leaf Bags	100
<b>367 · Charges for Services – Culture and Recreation</b>	
367-14 · Pavilion Rental Fees	500
367-15 · Field Rental Fees	2,500
367-19 · Gymnasium Use Fees	750
<b>387 · Contributions and Donations from Private Sources</b>	
387-20 · Payments in Lieu of Taxes (PILOT)	5,000
<b>392 · Interfund Operating Transfers</b>	
392-03 · Transfer from WWTF Operating Fund – Mgr	25,750
392-08 · Transfer from WWTF Operating Fund – Admin	61,622
392-18 · Transfer from Stormwater Fund	16,394
<b>TOTAL REVENUE</b>	<b>1,587,956</b>

## EXPENSES

## BUDGET AMT

### 400 · Governing Body

400-100 · Salaries and Wages – Mayor	1,320
400-105 · Salaries and Wages – Council	6,300
400-200 · Supplies	750
400-420 · Dues, Subscriptions and Memberships	1,000
400-460 · Meetings and Conference, Continuing Education	100

### 401 · Government Administration

401-112 · Salaries and Wages – Full-Time Staff	240,000
401-180 · Overtime Pay	5,000
401-210 · Office Supplies	3,000
401-211 · Paper Products	600
401-213 · Printer/Copier	4,500
401-215 · Postage	2,000
401-226 · Cleaning Supplies	500
401-229 · Purified Water	1,250
401-231 · Vehicle Fuel	400
401-317 · Document Shredding Services	550
401-318 · Office Cleaning Services	4,000
401-319 · Unplanned Charges and Fees	500
401-321 · Telephone and Internet Service	6,365
401-324 · Wireless Phone Service	2,000
401-340 · Advertising, Printing, and Binding	5,000
401-374 · Office Equipment Maintenance and Repair	1,000
401-375 · Vehicle Maintenance and Repair	500
401-420 · Dues, Subscriptions and Memberships	2,000
401-460 · Meetings and Conference, Continuing Education	750

**402 · Financial Services**

402-311 · Accounting and Auditing Services	11,000
402-317 · Actuarial Services	5,000
402-318 · Payroll Services	4,000
402-319 · Credit Card Fees	300
402-390 · Bank Service Charges/Fees	1,500

**403 · Tax Collection**

403-310 · Tax Collection Services	1,000
-----------------------------------	-------

**404 · Legal Services**

404-310 · Legal Services	25,000
404-314 · Codification Services	1,250
404-318 · Special Legal Services – Zoning Hearing Board	1,000

**407 · IT – Networking Services – Data Processing**

407-213 · Computer Supplies	500
407-310 · IT and Networking Services	8,000
407-329 · Office 365 Subscription	1,500
407-420 · Software Subscriptions	4,600
407-453 · Web Design/Maintenance	4,250

**408 · Engineering Services**

408-313 · Engineering and Architectural Services	30,000
--	--------

**409 · Community Center/Office**

409-226 · Cleaning Supplies	500
409-229 · Purified Water	1,200
409-236 · Building Supplies	1,000
409-260 · Fire Extinguisher Service	500
409-310 · Professional Services	500
409-317 · Cleaning Services	4,000
409-318 · Pest Control Services	900
409-361 · Electricity	12,500
409-362 · Gas	11,000
409-365 · Water and Sewer	3,500
409-373 · Building Repair and Maintenance	7,500
409-374 · Machinery and Equipment Repair and Maintenance	7,500
409-430 · Real Estate Taxes - County	1,534
409-431 · Real Estate Taxes – School District	3,205

**410 · Police**

410-319 · Constable Services	135,200
------------------------------	---------

**411 · Fire**

411-000 · Foreign Fire Insurance Premium Relief Payment	15,000
411-363 · Fire Hydrant Water Consumption	6,500
411-525 · Contribution – Gas/Oil Dry	500
411-540 · Contribution – Keystone Hook & Ladder Co.	11,000
411-541 · Contribution – Goodwill Fire Company	4,500
411-543 · Contribution – Goodwill Fire Police	2,000

**412 · Ambulance/Rescue**

412-540 · Contribution – Myerstown First Aid Unit	4,500
---	-------

**413 · Code Enforcement**

413-112 · Salaries & Wages – Full-Time Staff	57,500
413-200 · Supplies	500
413-231 · Vehicle Fuel – Gasoline	1,000
413-310 · Code Enforcement Services	1,500
413-317 · Vehicle Towing Services	500
413-324 · Wireless Telephone	550
413-375 · Vehicle Repairs & Maintenance	250
413-460 · Meetings, Conferences, and Continuing Education	750
413-700 · Capital Purchases	5,000

**414 · Planning and Zoning**

414-310 · Planning and Zoning – Professional Services	500
414-313 · Engineering and Plan Review Services	5,000
414-316 · Construction Observation Services	5,000

**415 · Emergency Management and Communications**

415-317 · LebCo EMA Alarm Fee	3,713
415-326 · MEMA Radio Repeater Service	186

**422 · Animal Control**

422-540 · Contribution – Humane Society	200
---	-----

**426 · Recycling Collection and Disposal**

426-218 · Leaf Bags	200
---------------------	-----

**428 · Landscaping and Weed Control**

428-310 · Weed/Pest Control Services	5,250
428-317 · Lawn Mowing Services	35,000

**430 · Public Works Department**

430-112 · Salary and Wages – Full-Time Staff	146,900
430-115 · Salary and Wages – Part-Time Staff	30,000
430-180 · Overtime Pay	11,500
430-210 · Office Supplies	300
430-230 · Heating Fuel	2,500
430-232 · Vehicle Fuel	4,000
430-233 · Equipment Fuel	2,250
430-238 · Clothing and Uniforms	2,750
430-242 · Safety Shoes	500
430-243 · Health & Welfare Supplies	1,500
430-260 · Small Tools and Minor Equipment	2,500
430-261 · Fire Extinguisher Service	400
430-321 · Telephone and Internet Service	1,500
430-324 · Wireless Phone Service	1,500
430-361 · Electricity	1,800
430-364 · Water & Sewer	900
430-367 · Garbage – Refuse Removal	1,250
430-373 · Building Repairs and Maintenance	2,250
430-374 · Machinery and Equipment Repair and Maintenance	6,000
430-375 · Vehicle Repair and Maintenance	14,500
430-384 · Rent of Machinery and Equipment	500
430-391 · Licenses and Permits	75
430-440 · County Liquid Fuels Grant Expenses	3,100

430-460 · Meetings and Conference, Continuing Education	250
<b>432 · Winter Maintenance – Snow Removal</b>	
432-310 · Snow Removal Services	4,000
<b>433 · Traffic Control Device</b>	
433-245 · Highway Supplies – Street Signs	2,000
<b>434 · Street Lighting</b>	
434-200 · Street Lighting Supplies	500
<b>438 · Maintenance and Repairs of Roads and Bridges</b>	
438-245 · Highway Supplies	750
<b>445 · Parking</b>	
445-361 · Electricity to Charging Station	550
445-420 · EV Station Software Subscription	690
<b>454 · Parks</b>	
454-247 · Recreation Supplies	1,000
454-250 · Repair and Maintenance Supplies	2,000
454-341 · Advertising	250
454-361 · Electricity	5,000
454-364 · Water & Sewer	200
454-370 · Repair and Maintenance Services	5,000
454-374 · Machinery and Equipment Repair and Maintenance	250
454-386 · Portable Toilet Rental	3,000
<b>456 · Libraries</b>	
456-120 · Salary/Wages – Public Works Reimbursement	1,500
456-373 · Building Repair and Maintenance	750
456-520 · Contribution – Library Association	3,000
<b>459 · Recreation Commission</b>	
459-247 · Event Supplies	2,450
459-248 · Program & Activities Supplies	1,200
459-341 · Advertising	450
459-700 · Capital Purchases	2,000
<b>463 · Economic Development</b>	
463-540 · Contribution – Myerstown Vitality Partnership	10,000
<b>471 · Debt Principal</b>	
471-220 · Gen Obligation Note Series B of 2021	93,000
<b>472 · Debt Interest</b>	
471-220 · Gen Obligation Note Series B of 2021	19,504
<b>481 · Employer Paid Benefits and Withholding Items</b>	
481-10 · Social Security (FICA) – Employer Paid	28,000
481-20 · Medicare – Employer Paid	6,500
<b>483 · Pension Contribution</b>	
483-30 · Non-Uniform Pension Contribution	43,500
<b>484 · Workers' Compensation Insurance</b>	
484-10 · Workers' Compensation Insurance - Borough	12,370
484-20 · Workers' Compensation Insurance – Fire/EMS	7,350

<b>486 · Insurance, Casualty, and Surety</b>	
486-10 · Insurance – Liability	6,208
486-15 · Insurance – Umbrella	3,067
486-20 · Insurance – Property/Casualty	17,681
486-30 · Insurance – Automobile	4,236
486-40 · Insurance – Public Officials	3,201
486-60 · Insurance – Fidelity and Surety Bonds	350
486-80 · Insurance – Cyber	1,875
486-85 · Insurance – Inland Marine	1,976
486-91 · Insurance – Crime/Employee Dishonesty	152
<b>487 · Group Insurance Benefits</b>	
487-10 · Health Insurance Premium	185,000
487-15 · HDHP HSA Contribution	25,000
487-25 · PCORI Fee	60
487-35 · Life Insurance Premium	2,250
487-40 · Medical Service Allowance	2,800
<b>492 · Interfund Operating Transfers</b>	
492-08 · Transfer to WWTF Operating Fund	37,250
492-30 · Transfer to Capital Reserve Fund	55,000
<b>TOTAL EXPENSES</b>	<b>1,587,018</b>
<b>SURPLUS or (DEFICIT)</b>	<b>938</b>

# General Operating Reserve Fund

The General Operating Reserve Fund is in place to maintain fiscal stability during times of budgetary uncertainty. It acts as a “rainy day fund” to minimize service cuts and tax increases in case of an economic downturn or unanticipated budget shortfall.

The Government Finance Officers Association (GFOA) recommends, at a minimum, that general-purpose governments, regardless of size, maintain unreserved fund balance in the general fund of no less than five to fifteen percent of regular general fund operating revenues, or of no less than one to two months of regular general fund operating expenditures.

For the past three years, the Borough has put \$180,000 into the General Operating Reserve Fund to “save” for a police department. This revenue came from a tax increase. Council will soon have to decide how to spend this money and whether to keep the increased tax rate. The previous millage rate was 2.5 mills.

## **BOROUGH OF MYERSTOWN FY2024 PROPOSED BUDGET GENERAL OPERATING RESERVE FUND**

<b>REVENUE</b>	<b>BUDGET AMT</b>
<b>341 · Interest Earnings</b>	
341-01 · Interest on PLGIT Account	15,000
<b>TOTAL REVENUE</b>	<b>15,000</b>
<b>EXPENSES</b>	<b>BUDGET AMT</b>
(none)	
<b>TOTAL EXPENSES</b>	<b>0</b>
<b>SURPLUS or (DEFICIT)</b>	<b>15,000</b>

# Wastewater Treatment Operating Fund

The Wastewater Treatment Operating Fund is the primary account from which the ongoing expenses of the Wastewater Department are paid. It is used to record all resource inflows and outflows that are not associated with the WWTF Reserve Fund.

The primary funding source for the Wastewater Treatment Operating Fund is the sewer rates.

The Wastewater Treatment Operating Fund also holds funds for the debt service account, which collects the quarterly debt service fee. The annual debt service is also paid from this account.

Expenditures are separated into categories that are paid either solely by Myerstown (M) or Shared (S) between the partners, Jackson Township Authority and Millcreek/Richland Joint Authority, to whom the Borough provides wastewater services.

**BOROUGH OF MYERSTOWN  
FY2024 PROPOSED BUDGET  
WASTEWATER TREATMENT OPERATING FUND**

<b>REVENUE</b>	<b>BUDGET AMT</b>
<b>341 · Interest Earnings</b>	
341-01 · Interest on Checking	1,000
<b>355 · State Shared Revenue and Entitlements</b>	
355-05 · General Municipal Pension System State Aid	20,000
<b>364 · Sewer Use</b>	
364-100 · Industrial Waste Monitoring	20,000
364-101 · Contracted Laboratory Services	13,000
364-102 · Industrial Cost Recovery	2,000
364-105 · Shared Cost – Jackson Township	201,058
364-106 · Shared Cost – Millcreek/Richland	167,665
364-110 · Tapping Fees	2,085
364-120 · Sewer Rents – Residential	405,000
364-121 · Sewer Rents – Commercial	72,500
364-122 · Sewer Rents – Industrial	130,000
364-123 · Sewer Rents – Public	9,500
364-125 · Sewer – Debt Service	685,000
364-127 · Penalties/Special Charges	5,000
364-128 · Industrial Surcharge	500
364-130 · Industrial Discharge Permit Renewal Fees	1,000
<b>390 · Other Financing Sources</b>	
390-005 · Reimbursement – Enernoc/Enel X	500
390-007 · Sludge Disposal & Tipping Fees	3,500
<b>392 · Interfund Operating Transfers</b>	
392-087 · Transfer from General Operating Fund	37,250
<b>TOTAL REVENUE</b>	<b>1,776,558</b>
<b>EXPENSES</b>	<b>BUDGET AMT</b>
<b>406 · General Office Expenses</b>	
406-110 · PW Admin Wages (M)	37,250
406-198 · Employee Life Insurance (S)	350
406-210 · Office Supplies (S)	300
406-213 · Computer Service and Supplies (S)	3,000
406-218 · Miscellaneous Expenses Myerstown (M)	500
406-238 · Uniform Rental (S)	2,750
406-240 · Dues and Publications (S)	1,000
406-242 · Protective Equipment (S)	500
406-310 · Legal Services (S)	1,000
406-311 · Auditing Services (S)	5,250
406-321 · Telephone (S)	4,500
406-325 · Internet (S)	2,500
<b>428 · Collection and Industrial Monitoring</b>	
428-112 · Wages – Collection System	8,000



428-122 · Wages – Industrial Monitoring	16,500
428-180 · Overtime – Collection and Monitoring	250
428-215 · Postage – Billings	3,200
428-216 · Collection System – Miscellaneous Expenses	200
428-313 · Engineering Services	5,000
428-314 · Legal Services	2,000
428-315 · Contracted Services – Water Authority Billing	17,000
428-316 · Contracted Services – Lab Testing (M)	17,000
428-32 · Contracted Services – Inflow and Infiltration (M)	5,000
428-33 · Contracted Services – Inflow Rep Proj (M)	5,000
428-338 · Vehicle Expense – Fuel (M)	200
428-339 · Vehicle Expense – Repair and Maintenance (M)	200
428-368 · PA One Call Faxes (M)	300
428-374 · Collection Equipment Repairs and Maintenance (M)	2,000
428-384 · Equipment Rental (M)	500
428-453 · Website Maintenance	100

#### **429 · Wastewater Treatment**

429-110 · Salary – Treatment Supervisor (S)	62,500
429-112 · Wages – Treatment (S)	145,000
429-171 · PTO (S)	35,300
429-172 · Holiday Pay (S)	11,650
429-177 · Sick Pay (S)	11,900
429-180 · Overtime – Treatment (S)	13,500
429-192 · FICA Employer Expense (S)	21,000
429-193 · Medicare Employer Expense (S)	4,750
429-210 · Office Supplies (S)	1,750
429-218 · Miscellaneous Expense (S)	750
429-222 · Chemicals – Chlorine (S)	1,700
429-223 · UV System Purch and Replace (S)	5,000
429-224 · Chemicals – Phosphorus (S)	40,000
429-225 · Lab/Testing Supplies (S)	1,750
429-227 · Chemicals – Polyelectrolyte (S)	32,500
429-31 · Storage Tank Op Fee (DEP) (S)	2,500
429-313 · Engineering Services (S)	20,000
429-316 · Contracted Lab Services – Treatment (S)	36,000
429-317 · Contracted Services – Janitorial (S)	12,500
429-318 · Payroll Administrative Fees (S)	2,250
429-32 · Operators Cert (DEP) (S)	4,000
429-320 · Alarm System – Uncovered Rep (S)	500
429-321 · Alarm System Monitoring (S)	750
429-322 · Alarm System Testing and Inspection (S)	750
429-323 · Alarm System – Maintenance and Service (S)	2,500
429-329 · Communications – Alarm System (S)	500
429-338 · Vehicle Expense – Fuel (S)	4,250
429-339 · Vehicle Expense – Repair and Maintenance (S)	1,000
429-361 · Electricity (S)	76,000
429-362 · Natural Gas / Heating Oil (S)	4,000
429-365 · Sludge Disposal (S)	75,000
429-366 · Water Rates (S)	750
429-367 · Trash Removal (S)	850

429-37 · Maintenance and Repairs – M/R Equip (M & R)	900
429-373 · Maintenance and Repairs – Building and Grounds (S)	1,500
429-374 · Maintenance and Repairs – Machinery and Equip (S)	55,000
429-375 · Maintenance and Repairs – SCADA (S)	1,250
429-376 · Maintenance and Repairs – Headworks (S)	1,500
429-39 · Contracted Services Repair and Maintenance	9,500
429-40 · Lab Equipment Purchase and Replacement (S)	1,500
429-41 · Machinery and Equipment Purchase and Replacement (S)	1,000
429-42 · Buildings and Grounds Purchase and Replacement (S)	1,000
429-43 · Headworks – Purchase and Replacement (S)	500
429-46 · Myerstown Extraordinary Repairs (M)	500
429-460 · Conference/Training Fees (S)	1,000
429-47 · Jackson Twp Extraordinary Repairs (J)	1,000
429-48 · Millcreek/Richland Extraordinary Repairs (M/R)	1,000
<b>471 · Debt Principal</b>	
471-10 · Debt Service Principal (S)	421,000
<b>472 · Debt Interest</b>	
472-10 · Debt Service Interest (S)	85,928
<b>484 · Workers' Compensation Insurance</b>	
484-354 · Workers' Compensation Insurance (S)	8,452
<b>486 · Insurance</b>	
486-10 · General Liability Insurance (M)	2,660
486-15 · Umbrella Insurance (S)	1,315
486-20 · Public Officials (S)	1,372
486-30 · Vehicle Insurance (S)	1,815
486-70 · Crime Insurance (S)	65
486-71 · Pollution Liability Insurance (S)	2,778
486-76 · Property Insurance (S)	7,577
486-80 · Cyber Insurance (S)	850
486-85 · Inland Marine Insurance (S)	1,976
<b>487 · Group Insurance Benefits</b>	
487-196 · Health Insurance Premium and HSA (S)	167,812
487-197 · Employer Pension Expense (S)	30,731
487-198 · Employee Medical Service Allowance (S)	1,600
<b>489 · Unclassified Operating Expenses</b>	
489-900 · Jackson Township Refund (M)	5,000
489-910 · Millcreek/Richland Refund (M)	5,000
<b>492 · Interfund Operating Transfers</b>	
492-07 · Transfer to General Operating Fund – Admin (S)	61,622
492-08 · Transfer to WWTF Reserve Fund	75,000
492-09 · Transfer to General Operating Reserve – Manager (M)	25,750
<b>TOTAL EXPENSES</b>	<b>1,759,953</b>
<b>SURPLUS or (DEFICIT)</b>	<b>16,605</b>

# Wastewater Treatment Operating Reserve Fund

The Wastewater Operating Reserve Fund is in place to maintain fiscal stability during times of budgetary uncertainty. Like the General Operating Reserve Fund, it acts as a “rainy day fund” to minimize service cuts and rate increases for the Wastewater Treatment Department in case of an economic downturn or unanticipated budget shortfall. This fund was critical to cover emergency costs while maintaining normal service levels after the recent floods.

The Wastewater Operating Reserve Fund also serves as place to accumulate money for anticipated capital expenditures specifically for the Wastewater Treatment Facility.

## **BOROUGH OF MYERSTOWN FY2024 PROPOSED BUDGET WASTEWATER TREATMENT OPERATING RESERVE FUND**

<b>REVENUE</b>	<b>BUDGET AMT</b>
<b>341 · Interest Earnings</b>	
341-01 · Interest on Checking	250
<b>392 · Interfund Operating Transfers</b>	
392-08 · Transfer from WWTF Revenue	75,000
<b>TOTAL REVENUE</b>	<b>75,250</b>
<b>EXPENSES</b>	<b>BUDGET AMT</b>
<b>429 · Wastewater Collection and Treatment</b>	
429-377 · Capital Expense – Lateral “push”	17,500
<b>TOTAL EXPENSES</b>	<b>17,500</b>
<b>SURPLUS or (DEFICIT)</b>	<b>57,750</b>

# Street Light Tax Fund

The Street Light Tax Fund is in place to store the real estate tax moneys dedicated to the electricity for the street lights in the Borough.

The Street Light Tax Rate on real estate for FY2024 is 0.265 mills. A mill is one one-thousandth of a dollar and is equal to \$1.00 of tax for each \$1,000 of assessment. The Borough's millage rate for street lights of 0.265 mills is equal to \$0.265 for every \$1,000 of assessed value, or 0.0265%. Tax liability can be calculated by multiplying the assessed value of the property by the millage rate and then dividing by 1,000. The tax liability on a property assessed at \$100,000 would be \$26.50.

## **BOROUGH OF MYERSTOWN FY2024 PROPOSED BUDGET STREET LIGHTING TAX FUND**

<b>REVENUE</b>	<b>BUDGET AMT</b>
<b>301 · Real Property Taxes</b>	
301-110 · Real Estate Taxes – Current Year's Levy	45,000
301-120 · Real Estate Taxes – Prior Year's Levy	1,000
<b>341 · Interest Earnings</b>	
341-04 · Interest on Checking	100
<b>TOTAL REVENUE</b>	<b>46,100</b>
<b>EXPENSES</b>	<b>BUDGET AMT</b>
<b>402 · Financial Services</b>	
402-316 · Bank Service Charges/Fees	20
<b>434 · Street Lighting</b>	
434-361 · Electricity	45,000
<b>TOTAL EXPENSES</b>	<b>45,020</b>
<b>SURPLUS or (DEFICIT)</b>	<b>1,080</b>

# Heritage Center Fund

The Heritage Center Fund, formerly the Municipal Center Fund, was created in 2015 to manage the grant and project funds for the purchase and renovation of the Myerstown Elementary School. It was being converted to the Heritage Center Fund in 2021 to store the balance of the Bahney Trust. These funds must be used for beautification and the Heritage Center.

## **BOROUGH OF MYERSTOWN FY2024 PROPOSED BUDGET HERITAGE CENTER FUND (BAHNEY TRUST)**

<b>REVENUE</b>	<b>BUDGET AMT</b>
<b>341 · Interest Earnings</b>	
341-01 · Interest on PLGIT Account	750
<b>TOTAL REVENUE</b>	<b>750</b>
<b>EXPENSES</b>	<b>BUDGET AMT</b>
(none)	
<b>TOTAL EXPENSES</b>	<b>0</b>
<b>SURPLUS or (DEFICIT)</b>	<b>750</b>

# Community Pool Operating Fund

The Community Pool Fund is in place to manage the revenues and expenditures of the William L. Derr Community Pool. This fund is an Enterprise Fund, meaning its operations are funded entirely through pool activities, namely user fees.

In 2017, a 1.3-million-dollar renovation to the pool was completed partially funded through a grant from the Department of Conservation and Natural Resources. Since then, pool attendance and revenues have been up significantly. However, costs continue to rise, making it difficult to make a profit.

A portion of the revenues is used to pay for the principal and interest payments on the 2017 General Obligation Note, as a portion of that note was used to finance the pool. Because of increasing costs, Council should determine whether to shift this burden to the general fund.

**BOROUGH OF MYERSTOWN  
FY2024 PROPOSED BUDGET  
COMMUNITY POOL FUND**

<b>REVENUE</b>	<b>BUDGET AMT</b>
<b>341 · Interest Earnings</b>	
341-010 · Interest on Checking	250
<b>367 · Charges for Services</b>	
367-110 · Season Pass Sales	40,000
367-111 · Daily Admission Fees	80,000
367-112 · Pool Rental Fees	2,000
367-120 · 7-Day Admission Pass	750
367-130 · Concession Stand Sales	30,000
367-140 · Pavilion Rental Fees	1,500
<b>381 · Contributions and Donations from Private Sources</b>	
381-10 · Donations from Private Sources	2,500
381-11 · Water Authority Reimbursement	1,000
<b>TOTAL REVENUE</b>	<b>158,000</b>
<b>EXPENSES</b>	<b>BUDGET AMT</b>
<b>402 · Financial Services</b>	
402-318 · Payroll Services	1,600
402-319 · Credit Card Usage Fees	100
402-390 · Bank Service Charges/Fees	20
<b>404 · Legal Services</b>	
402-310 · Legal Services	250
<b>407 · IT – Networking Services – Data Processing</b>	
407-310 · IT and Networking Services	250
<b>452 · Pool Operating Expenses</b>	
452-112 · Salaries and Wages – Pool Manager	15,000
452-115 · Salaries and Wages – Part-Time Staff	70,000
452-180 · Salaries and Wages – Overtime Wages	1,500
452-210 · Office Supplies	500
452-221 · Chemicals	7,000
452-222 · Chlorine	15,000
452-229 · Concession Stand Inventory	15,000
452-236 · Building Supplies	250
452-238 · Uniforms	3,000
452-239 · Concession Stand Operating Supplies	1,000
452-247 · Pool Operating Supplies	2,500
452-316 · Lab Testing Fees	500
452-317 · Pool Inspection Fees	100
452-319 · Pesticide Applicator Training	100
452-320 · Phone and Internet Service	2,200
452-340 · Advertising and Printing	750
452-361 · Electricity	4,000
452-366 · Water	2,000

452-370 · Pool Repairs and Maintenance	1,000
452-373 · Building and Grounds Repairs and Maintenance	2,500
452-391 · License and Certification Fees	500
452-430 · Training Fees	4,000
452-480 · Background Check Fees	400
<b>481 · Employer Paid Benefits and Withholding Items</b>	
481-10 · Social Security (FICA) – Employer Paid	5,363
481-20 · Medicare – Employer Paid	1,254
<b>TOTAL EXPENSES</b>	<b>157,637</b>
<b>SURPLUS or (DEFICIT)</b>	<b>363</b>



# Capital Reserve Fund

The Capital Reserve Fund is in place to accumulate money for anticipated capital expenditures. This capital reserve fund is used for capital projects identified in the annual five-year capital improvement plan. Projects can include:

- Construction of municipal buildings
- Purchase of equipment and/or machinery
- Purchase of motor vehicles
- Purchase of other capital assets

Funds are transferred annually from the general fund in sufficient amounts to meet the anticipated needs of the five-year capital improvement plan. The annual transfer is maintained at a consistent amount to avoid strains on any particular year's budget. This requires considerable self-control for municipal officials not to skip the annual transfer in tight budget years.

The list of needed capital projects in 2020 was as follows:

- Installation of security cameras at Highway Garage (complete)
- Construction of pole building at Highway Garage for additional vehicle and equipment storage (complete)
- Replacement of the Chevrolet 3500 Dump Truck (1990) (complete)
- Replacement of the Ford Explorer
- Addition of electrical service to Pavilion 2
- Addition of security cameras to park pavilions
- Community pool bathhouse and concession renovation (with grant funds)
- Salt Storage Roof Replacement
- Locust Street Restroom Building Roof Replacement
- Purchase of Gardner-Denver air compressor
- Highway Garage furnace replacement
- Replacement of the GMC Top-Kick Dump Truck
- Community pool fence replacement

**BOROUGH OF MYERSTOWN  
FY2024 PROPOSED BUDGET  
CAPITAL RESERVE FUND**

<b>REVENUE</b>	<b>BUDGET AMT</b>
<b>341 · Interest Earnings</b>	
341-01 · Interest on Checking	100
<b>392 · Interfund Operating Transfers</b>	
392-01 · Transfer from General Operating Fund	55,000
392-18 · Transfer from Stormwater Management Fund	5,000
<b>TOTAL REVENUE</b>	<b>60,100</b>
<b>EXPENSES</b>	<b>BUDGET AMT</b>
<b>430 · Public Works Department</b>	
430-612 · General Const – Locust St Restroom Roof Replacement	5,000
430-614 · General Const – Library HVAC Replacement	50,000
430-730 · PW Pole Building Project	3,500
<b>TOTAL EXPENSES</b>	<b>58,500</b>
<b>SURPLUS or (DEFICIT)</b>	<b>1,600</b>

# Stormwater Management Fund

The Stormwater Management Fund is in place for the implementation of the Borough's Stormwater Management Program. In 2019, a Stormwater Assessment Fee was levied to fund the program, which is required through the Borough's NPDES Permit with the Pennsylvania Department of Environmental Protection.

Impervious area is the most important factor influencing stormwater runoff and is therefore the major element in determining the Stormwater Assessment Fee. Parcels are billed on the basis of how much impervious area exists in relation to the impervious area of a typical single family residential (SFR) parcel. This amount is called one Equivalent Residential Unit (ERU). All SFR parcels are billed a flat rate for one ERU. Non-SFR parcels are billed based upon individually measured impervious area. That area is divided by the impervious area of the typical SFR unit to determine the number of ERUs to be billed to the parcel.

1 ERU = \$7.75/month

1 ERU = 3,382 SF of impervious area

Funds are collected by Keystone Collections Group.

**BOROUGH OF MYERSTOWN  
FY2024 PROPOSED BUDGET  
STORMWATER MANAGEMENT FUND**

<b>REVENUE</b>	<b>BUDGET AMT</b>
<b>341 · Interest Earnings</b>	
341-01 · Interest on Checking	20,000
<b>383 · Special Assessments</b>	
383-20 · Stormwater Assessment Fee – Current Year	185,000
383-21 · Stormwater Assessment Fee – Prior Year Delinquent	10,000
<b>TOTAL REVENUE</b>	<b>215,000</b>
<b>EXPENSES</b>	<b>BUDGET AMT</b>
<b>402 · Financial Administration</b>	
402-390 · Bank Service Charges/Fees	20
<b>403 · Tax Collection</b>	
403-310 · Tax Collection Services	2,500
<b>404 · Legal Services</b>	
404-310 · Legal Services	10,000
<b>406 · General Administration</b>	
406-210 · Office Supplies	500
406-319 · Unplanned Charges/Fees	500
406-341 · Advertising	1,500
406-342 · Printing	500
406-420 · Subscriptions and Dues	35
<b>407 · IT – Networking Services – Data Processing</b>	
407-200 · IT and Networking Supplies	3,500
407-310 · Professional Services – IT & Networking	1,000
407-420 · Software Subscriptions	1,100
<b>408 · Engineering Services</b>	
408-313 · Engineering Services – MS4	47,500
408-317 · Engineering Services – MS4 BMP Implementation	12,500
<b>446 · Stormwater Management</b>	
446-310 · Street Sweeping Services	10,000
446-375 · Infrastructure Repairs and Maintenance	2,500
446-376 · Equipment Repairs and Maintenance	2,500
446-480 · Permits and Fees	750
446-670 · Capital Construction – MS4 BMPs	50,000
<b>492 · Interfund Operating Transfers</b>	
492-07 · Transfer to General Fund	16,394
492-23 · Transfer to Capital Reserve Fund	5,000
<b>TOTAL EXPENSES</b>	<b>168,299</b>
<b>SURPLUS or (DEFICIT)</b>	<b>46,701</b>

# Project Account Fund – Revenue Bonds – Series of 2007

The 2007 Revenue Bonds Fund is in place to hold the unexpended proceeds of the refunded 2007A Bonds from when they were refinanced by the 2014 General Obligation Note Series A. The Ordinance states that the funds must be used for the following purposes and no other:

- 1.Payment of principal, interest, and call premium on the 2007A Bonds;
- 2.Payment of not more than six months' accrued interest on the Series A Note;
- 3.Payment of costs of issuance of the Series A Note;
- 4.Payment of the administrative costs of:
  - a. repaying the 2007A Bonds;
  - b. carrying and repaying the Series A Note;
  - c. investments of the Series A Note;
- 5.Transferred Proceeds that will be used for the purpose of the Refunded 2007A (this is what they have been used for thus far)
- 6.Qualified guarantee fees with respect to the Series A Note.

The purpose of the 2007A Bond was construction and reconstruction of WWTF assets. This is what these funds have been used for thus far. Most recently, they have been used for Inflow and Infiltration (I&I) and metering projects.

## **BOROUGH OF MYERSTOWN FY2024 PROPOSED BUDGET PROJECT ACCOUNT FUND – REVENUE BONDS – SERIES OF 2007**

<b>REVENUE</b>	<b>BUDGET AMT</b>
<b>341 · Interest Earnings</b>	
341-01 · Interest on PLGIT Account	500
<b>TOTAL REVENUE</b>	<b>500</b>
<b>EXPENSES</b>	<b>BUDGET AMT</b>
(none)	
<b>TOTAL EXPENSES</b>	<b>0</b>
<b>SURPLUS or (DEFICIT)</b>	<b>500</b>

# Liquid Fuels Fund

Pennsylvania's 2,560 local governments are responsible for approximately 73,000 miles of roads and 6,850 bridges. Myerstown Borough is responsible for 10.27 miles of roads and 4 bridges. The Commonwealth provides money to municipalities to assist with construction, maintenance, and repair of these roads and bridges.

The Liquid Fuels Tax Municipal Allocation Law, Act 655, dated June 1, 1956, as amended (Act 655), provides all municipalities other than counties with an annual allocation of Liquid Fuels Tax funds from the Commonwealth's Motor License Fund.

The amount of this fund that is provided for municipalities is based on:

- 20% of 95.83% of the mileage schedule as per Act 89 (Section 9511(d) of the Vehicle Code); plus
- 20% of 35 miles of the Oil Company Franchise Tax (Section 9511(c) of the Vehicle Code); plus
- \$5,000,000 (Act 68 of 1980) as per Section 9301 of the Vehicle Code; plus
- 12% of 38.5 miles of the Act 3 Oil Company Franchise Tax; plus
- \$30,000,000 as per Section 9301(c) of the Vehicle Code

The allocation of these funds to municipalities is based on the ratios of mileage and population of the municipality to the state totals, and the revenues must be used on the roads and streets for which the municipalities are legally responsible. 50% of the funds are distributed based on a municipality's proportion of local road mileage to the total local mileage in the state, and 50% on the proportion of a municipality's population to the total population of the state. Road mileage is verified by periodic road surveys conducted by PennDOT, and population is based on official U.S. Census reports conducted every ten years.

Liquid Fuels allocations to Myerstown Borough are as follows:

	2019 Allocation	2020 Allocation	2021 Allocation	2022 Allocation	2023 Allocation	2024 Est. Allocation
Liquid Fuels Allocation	\$ 94,998	\$ 92,459	\$ 85,840	\$ 85,715	\$ 88,375	\$ 86,912

To qualify for the annual liquid fuels tax allocation, the Borough must:

- Submit all required annual reports:
  - o MS-965
  - o Actual Use Report
  - o MS 965P
  - o Project and Miscellaneous Receipts
  - o MS-965S
  - o Record of Checks

- Make deposits and payments or expenditures in compliance with the Act 655.
- Submit the Pennsylvania DCED Report of Elected and Appointed Officials by January 31st
- Submit the Pennsylvania DCED Survey of Financial Condition by March 15th
- Insure resolution of all Contractor Responsibility Program (CRP) holds and blocks imposed by the Dept. of Revenue and the Dept. of Labor and Industry
- Insure resolution of all reimbursements required as a result of audits performed by the Auditor General or monitoring reviews performed by the Department's Financial Consultants

Each municipality must deposit the Liquid Fuels Tax funds it receives into a special fund called the Municipal Liquid Fuels Tax Fund or State Fund. It must be invested to earn interest. A municipality may not deposit any other monies into this fund except when the municipality does not have enough money in the special fund to meet payments called for by its current annual budget for the various highway and bridge purposes permitted by the Act.

The Borough's Liquid Fuels Tax Fund monies are stored in account with the Pennsylvania Local Government Investment Trust (PLGIT) for effective adherence to state laws regarding the storing of these allocations.

PLGIT is a financial service organization created and run by local government officials exclusively for Pennsylvania's municipalities, authorities, schools, and other local and regional governmental type entities. Its Board of Directors is comprised of representatives from each of the local government associations.

Expenditures from Liquid Fuels Tax funds are subject to the regulations of the Department of Transportation. Funds must be used for the construction, maintenance, and repair of roads and bridges. Acceptable expenditures from the Liquid Fuels Tax Funds are outlined in "Publication 9" from PennDOT.

Examples of allowable expenditures:

- Construction, reconstruction, maintenance, and repair of roads and bridges.
- Culverts and drainage structures.
- Costs associated with traffic signs and signals.
- Street lighting.
- Equipment used for these purposes.
- Purchase of PennDOT-approved materials.
- Winter maintenance activities (salt, plowing)
- Salary and benefit costs for road crews

Examples of nonpermissible expenditures:

- Parks, municipal buildings, or playgrounds.
- Police Departments.
- Administrative expenses.
- Curbs and sidewalks.

- Heating oil.
- Lump sum bidding.
- Retroactive expenditures or repayment of other funds.
- Construction and reconstruction projects without PennDOT approval.

We use our liquid fuels fund to budget for road improvement projects as identified in a road improvement plan.

The current Road Improvement Plan is on the next page.



Myerstown Borough  
 EIP - Capital Equipment and Facilities Plan  
 085802006  
 5-Year Roadway Improvement Plan

**2022 Update:**

Estimate Tab No.	Road	From	To	Description	ADA Curb Ramp Cost	Roadway Improvement Cost	Total Project Cost
<b>2022</b>							
	No Work						\$ -
							\$ -
							\$ -
<b>2023</b>							
12	Center Ave.	Rt 501	Railroad St.	Mill, paving fabric, overlay		\$ 72,000.00	\$ 72,000.00
15	Center Avenue	Railroad Street	Cherry Street	Full depth reconstruction		\$ 155,000.00	\$ 155,000.00
							\$ 227,000.00
<b>2024*</b>							
	W. Park St.	Rt. 501	Goodwill St.	Mill, overlay	\$ -	\$ 58,300.00	\$ 58,300.00
	Maple Ave.	S. Broad St.	East Alley	Leveling Course	\$ -	\$ 32,300.00	\$ 32,300.00
	Railroad St.*	Center St.	Borough Line	ADA Curb Ramps - CDBG	\$ 149,800.00	\$ -	\$ 149,800.00
							\$ 240,400.00
<b>2025**</b>							
	Railroad St.	Center St.	Richland Ave.	CIPR, Overlay	\$ -	\$ 168,900.00	\$ 168,900.00
							\$ 168,900.00
<b>2026**</b>							
	Railroad St.	Richland Ave.	Borough Line	CIPR, Overlay	\$ -	\$ 210,700.00	\$ 210,700.00
							\$ 210,700.00

\* CDBG Application filed in 2021 for Railroad Street, County notified programmed for FY 23 funds

\*\* CDBG Application to be filed

**BOROUGH OF MYERSTOWN  
FY2024 PROPOSED BUDGET  
HIGHWAY AID FUND (LIQUID FUELS TAX)**

<b>REVENUE</b>	<b>BUDGET AMT</b>
<b>341 · Interest Earnings</b>	
341-01 · Interest on Checking	2,500
<b>355 · State Shared Revenue and Entitlements</b>	
355-02 · State Liquid Fuels Grant Allocation	86,912
355-03 · PennDOT Turnback Program	680
<b>363 · Highways and Streets</b>	
363-10 · Street, Sidewalk, and Curb Repairs	33,842
<b>TOTAL REVENUE</b>	<b>123,934</b>
<b>EXPENSES</b>	<b>BUDGET AMT</b>
<b>430 · Public Works Department</b>	
430-700 · Capital Project – Road Projects	125,000
<b>433 · Traffic Control Devices</b>	
433-361 · Electricity – Traffic Signals	2,000
433-370 · Traffic Signal Repair and Maintenance	5,000
<b>438 · Road and Bridge Maintenance</b>	
438-245 · Road Maintenance - Salt	20,000
438-249 · Contracted Services – Paving	20,000
438-370 · Road and Bridge Repair and Maintenance	5,000
<b>TOTAL EXPENSES</b>	<b>177,000</b>
<b>SURPLUS or (DEFICIT)</b>	<b>(53,066)</b>

# Unemployment Compensation Fund

Employees of the Borough are covered under the Pennsylvania Unemployment Compensation Law. This means that the Borough is responsible for unemployment compensation coverage of its employees. As a political subdivision, we have the choice of two methods of financing this coverage:

1) Contributory Method

In this method, employers pay contributions (tax) based on a contribution rate and the taxable wage base paid to each employee each calendar year.

2) Reimbursable Method

In this method, employers may elect, if qualified, to reimburse the UC Fund for the amount of UC benefits charged to their account and billed dollar-for-dollar on either a quarterly or monthly basis. Political subdivisions are required to reimburse the Fund for all regular benefits attributable to their employ, and the full amount of extended benefits.

The Borough currently operates under the Reimbursable Method, as the contributions for the Contributory Method are very expensive.

Another option for the Borough for financing this coverage is to join the Pennsylvania State Association of Boroughs Unemployment Compensation Plan. Under their plan, the Borough would pay a quarterly fee based upon our taxable wage base and history of claims. All unemployment claims would be paid directly by a third party who would also help the Borough administer all unemployment claims. We received a quote for this option in 2019, and the contribution amount was far more expensive than the method we currently use.

During the annual audit, our auditor informs us whether or not we need to make a payment to the state unemployment fund to maintain an appropriate balance. In 2017 we required a payment of \$5,000. We did not require a payment in 2018. In 2019 we required a payment of \$1,236. In 2020 we required a payment of \$3,858. We budget \$5,000 each year for this amount to ensure we have enough to cover the contribution amount.

**BOROUGH OF MYERSTOWN  
FY2024 PROPOSED BUDGET  
UNEMPLOYMENT COMPENSATION FUND**

<b>REVENUE</b>	<b>BUDGET AMT</b>
<b>341 · Interest Earnings</b>	
341-01 · Interest on PLGIT Account	4,000
<b>TOTAL REVENUE</b>	<b>4,000</b>
<b>EXPENSES</b>	<b>BUDGET AMT</b>
<b>481 · Employer Paid Benefits and Withholding Items</b>	
481-31 · Unemployment Compensation Solvency Fee	1,400
<b>TOTAL EXPENSES</b>	<b>1,400</b>
<b>SURPLUS or (DEFICIT)</b>	<b>2,600</b>

# American Rescue Plan Act Fund

This fund is in place to account for ARPA Funds received by the Federal Government. Myerstown received approximately \$340,000 in ARPA funds from the Federal Government for the purposes of “supporting COVID-19 response efforts, replacing lost revenue, supporting economic stabilization for households and businesses, and addressing systemic public health and economic challenges.” Boroughs must obligate all ARPA funds by December 31, 2024, and must spend all ARPA funds by December 31, 2026

The Final Rule allows boroughs to elect a “Standard Allowance” of up to \$10 million for “the provision of government services.” This includes roads and bridges, water and sewer infrastructure, parks and recreation, public buildings, vehicles, equipment, computers and software, police and fire protection, emergency management, ambulance, service, payroll, and general administration expenses.

Approximately \$150,000 was spent upgrading the HVAC system in the Community Center.

The following projects have been approved by Council:

- Licensing Software (working on)
- Replacing the gate at the Wastewater Treatment Facility (complete)
- Engaging a consultant to search for grants for Community Center repairs and upgrades (complete)
- WWTF HVAC (complete)
- Basketball Court Resurfacing (complete)
- Purchase and install radar speed signs (complete)

Projects that have been identified by Council to get quotes on:

- Community Center HVAC
  - Boiler Replacement
  - Building Pumps & Piping Replacement
  - Pneumatic Controls

Projects to look at for 2024:

- Tennis Court #1 Resurfacing (approx. \$17,000)

Projects to look at for 2025:

- Tennis Court #2 Resurfacing (approx. \$17,000)

**BOROUGH OF MYERSTOWN  
FY2024 PROPOSED BUDGET  
AMERICAN RESCUE PLAN ACT (ARPA) FUND**

<b>REVENUE</b>	<b>BUDGET AMT</b>
<b>341 · Interest Earnings</b>	
341-01 · Interest on PLGIT Account	2,500
<b>TOTAL REVENUE</b>	<b>2,500</b>
<b>EXPENSES</b>	<b>BUDGET AMT</b>
(none)	
<b>TOTAL EXPENSES</b>	<b>0</b>
<b>SURPLUS or (DEFICIT)</b>	<b>2,500</b>